

**APPLICATION FOR EMPLOYMENT  
TOWN OF BLACKSBURG**

Personnel Office  
Municipal Building  
300 South Main Street  
P.O. box 90003  
Blacksburg, Virginia 24062-9003



**INSTRUCTIONS:** Please fill out all sections of this application. Incomplete applications will not be considered. Your application will be used as part of the certification process and, therefore, should represent your best effort.

The Town of Blacksburg provides an equal employment opportunity to all Town employees and applicants for employment on the basis of individual merit and qualifications and without regard to race, age, color, religion, sex, national origin, political affiliation, or disability.

POSITION APPLIED FOR \_\_\_\_\_ Date of Application \_\_\_\_\_

(Give exact title)

Name \_\_\_\_\_

Last

First

Middle Name

Address \_\_\_\_\_

Street

City

State

Zip Code

Phone H( ) \_\_\_\_\_ W( ) \_\_\_\_\_ Social Security Number \_\_\_\_\_

Check age category: Under 21 \_\_\_\_\_ 21 or Over \_\_\_\_\_

Are you legally eligible to work in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_

NOTE: Upon hire applicants will be required to present documents proving identity and eligibility to work in the United States as required by the Immigration Reform and Control Act of 1986.

On what date would you be available for work: \_\_\_\_\_ Rate of pay expected \$ \_\_\_\_\_

Have you ever worked for the Town of Blacksburg? Yes \_\_\_\_\_ No \_\_\_\_\_

Which department? \_\_\_\_\_ When? \_\_\_\_\_

Do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_ Commercial Driver's License? Yes \_\_\_\_\_ No \_\_\_\_\_

**EDUCATION:** Circle the highest grade you completed. 1 2 3 4 5 6 7 8 9 10 12

Name and location of the last high school you attended \_\_\_\_\_

Did you graduate? Yes \_\_\_\_\_ No \_\_\_\_\_ If not, have you passed a G.E.D. test? Yes \_\_\_\_\_ No \_\_\_\_\_

	School Name and Location	From	To	Date Graduated	Degree/Certificate	Major Area of Study
College or University						
Other Education						

Special Qualifications and Skills: (keyboarding, computer skills, professional licenses and certificates, kinds of office or construction equipment you can operate, publications, scholastic honors, etc.)

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Are you able to fully perform the essential functions of the job for which you are applying? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, Please explain.

NOTE: A disability will not bar a qualified applicant from employment if the applicant is able to perform the essential functions of the job with or without reasonable accommodation.

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Have you ever been convicted of any offense against the law? Omit juvenile offenses and minor traffic violations. Include convictions by general court martial while in the military service. Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, give date, place, charge, court, and fine or sentence.

NOTE: A conviction does not automatically mean that you cannot be employed. The nature and date of the conviction are important. Give all of the facts so that a decision can be made.

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EXPERIENCE: Start with your present job and work back. Include military service, part-time and temporary employment, and relevant volunteer experience. Additional experience should be listed by attaching separate sheets of paper or a personal resume. Be sure to include all requested information.

Present Employer _____	Dates: From _____ To _____
Address _____	Phone Number _____ Avg. Hrs. per Week _____
Job Title _____	Salary: Starting _____ Present _____
Supervisor's Name and Title _____	Reason for Leaving _____

Describe your Work \_\_\_\_\_

☐ Check here and explain if you do NOT want this employer contacted for a reference. \_\_\_\_\_

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Account for Time Between Jobs (if any) \_\_\_\_\_

Employer _____	Dates: From _____	To _____
Address _____	Phone Number _____	Avg. Hrs. per Week _____
Job Title _____	Salary: Starting _____	Present _____
Supervisor's Name and Title _____	Reason for Leaving _____	
Describe your Work _____		
_____		

☐ Check here and explain if you do NOT want this employer contacted for a reference. \_\_\_\_\_

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Account for Time Between Jobs (if any) \_\_\_\_\_

\_\_\_\_\_

Employer _____	Dates: From _____	To _____
Address _____	Phone Number _____	Avg. Hrs. per Week _____
Job Title _____	Salary: Starting _____	Present _____
Supervisor's Name and Title _____	Reason for Leaving _____	
Describe your Work _____		
_____		

☐ Check here and explain if you do NOT want this employer contacted for a reference. \_\_\_\_\_

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Account for Time Between Jobs (if any) \_\_\_\_\_

\_\_\_\_\_

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PERSONAL REFERENCES (Do not include relatives or former employers.)

Name and Occupation	Address	Phone
1	_____	_____
2	_____	_____
3	_____	_____

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APPLICANT DATA FORM. The information requested on the front and back of this form is needed to measure the effectiveness of the Town's Equal Employment Opportunity policy and to meet the reporting requirements of related laws. **The information will be used for statistical purposes only.** This form will **not** remain with your application for employment.

JOB APPLIED FOR \_\_\_\_\_

DATE OF APPLICATION

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SOCIAL SECURITY NO.

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LAST NAME

FIRST NAME

MIDDLE INITIAL

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STREET NUMBER AND STREET NAME

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APARTMENT NO.

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CITY/TOWN

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STATE

--	--

ZIP CODE

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HOME PHONE NO.

/	-
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BIRTH DATE

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SEX -

MALE ☐

FEMALE ☐

ETHNIC ORIGIN. Please check the *one* box which best describes your ethnic origin.

- ☐ White (not of Hispanic origin)
- ☐ Black (not of Hispanic origin)
- ☐ Hispanic
- ☐ American Indian or Alaskan Native
- ☐ Asian or Pacific Islander

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USE THIS SPACE FOR ADDITIONAL OR EXPLANATORY INFORMATION

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How did you learn about the job for which you are applying?

☐ Roanoke Times and World News

☐ Current Town Employee

☐ The News Messenger

☐ Other: (Describe)

☐ Other Newspaper: (Name) \_\_\_\_\_

☐ Friend

☐ Job Line

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May we conduct a background check of your qualifications, character, record of employment, and, if applicable, your driving record?

Yes \_\_\_\_\_ No \_\_\_\_\_ If No, please explain. \_\_\_\_\_

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ATTENTION: This statement must be signed.

I certify that all of the statements made in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not employing me, or for dismissing me after I have begun work.

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Signature

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Date

**BLACKSBURG POLICE DEPARTMENT  
POLICE OFFICER SELECTION REQUIREMENTS**

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**I. CONDITIONS OF EMPLOYMENT**

- A. Must be a citizen of the United States.
- B. Must be 21 years of age.
- C. Live within a 25 mile radius of Blacksburg or be willing to relocate.
- D. Must be physically able to perform essential job functions which are attached.
- E. Vision must be corrected to 20/20 and may not exceed the following: vision must be 20/50 or better in one eye uncorrected and 20/100 or better in the other eye uncorrected. Color blindness shall be disqualifying, to include pronounced shade deficiencies.
- F. Must be a high school graduate or able to furnish documentary evidence of equivalency.
- G. Must currently have or obtain a valid Virginia Driver's License within 30 days of employment.
- H. No criminal convictions – minor traffic violations are allowed.
- I. Must have good credit rating.
- J. Must successfully complete all phases of the selection process.
- K. Upon appointment, you will serve as a probationary employee for one (1) year. Officers serving in a probationary status may have that period extended for "less than satisfactory job performance" or be dismissed from employment at the discretion of the Chief of Police.

**II. DISQUALIFIERS**

- A. Criminal History
  - 1. Felony Conviction.
  - 2. Conviction of a crime involving moral turpitude (a crime involving honesty, moral conduct, etc.).
  - 3. Conviction of a Class 1 or Class 2 misdemeanor Code of Virginia, or the equivalent.
  - 4. Conviction of a Class 3 or Class 4 misdemeanor Code of Virginia, or the equivalent (Evaluated on a case by case basis).
- B. Traffic Violations
  - 1. Minus 8 points on a Virginia Operators License or the equivalent for out of state license.
  - 2. Conviction of Driving Under the Influence of Drugs or Alcohol, Refusal to take Blood or Breath Test, Eluding Police, Hit and Run, or Racing.
  - 3. Suspension/Revocation of Driving Privileges will be reviewed on an individual basis.

**C. Drug Use**

1. Use of any type of illegal drug within 30 days prior to application to the department.
2. Illegal use of anabolic steroids in the past 12 months.
3. Involvement in the illegal sales of drugs.
4. Possession of any illicit drugs within the past two years.

**D. Other**

1. Dishonorable discharge from any military service. Less than honorable or general discharges will be reviewed on a case by case basis.
2. Untruthfulness, dishonesty or withholding of any information associated with the application/selection process for police officer with the Town of Blacksburg.
3. Failure to provide complete and accurate information on any application or other documents associated with the position.
4. Failure to appear for or cancel a scheduled appointment in a timely manner can be grounds for removal of the applicant from the Application/Selection process. Cancellations must be made at least 24 hours prior to the scheduled appointment.
5. Obtaining a score that is below the established minimum standard on any test or evaluation administered during the selection process.

**III. STEPS IN THE SELECTION PROCESS****A. WRITTEN EXAMINATION**

1. Candidates meeting the minimum selection requirements will be notified in writing of the date(s), time(s) and location of the written examination.
2. Written tests are a job-related measure of reading comprehension and writing skills appropriate for testing police officer applicants.

**B. PHYSICAL AGILITY AND STRENGTH TEST**

1. During the physical agility and strength test, applicants will wear equipment similar to what a police officer wears while on-duty. There are a variety of skill defined, job related elements that will comprise the physical agility and strength test. These elements are subject to update and revision.
2. Examples of elements to be utilized include a weapon manipulation and clearing drill, window climb, fence obstacle, dummy exercise, and running. Applicants must successfully complete all elements of the physical agility and strength test in the allotted time to continue in the selection process.

**C. INTERVIEW**

1. Panel interview made up of a diverse selection of sworn personnel.

**D. POLYGRAPH EXAMINATION**

1. The Blacksburg Police Department may utilize Polygraph Examinations in the selection process as a means of verifying information on applications and background investigations.
2. Questions asked during the polygraph will address the following areas:
  - a. Possession of Illegal Drugs;
  - b. Buying and/or selling illicit drugs;
  - c. Falsifying employment application or other relevant documents;
  - d. Intentional physical, sexual, or mental abuse of others;
  - e. Crimes of moral turpitude (lying, cheating, stealing);
  - f. Questionable areas arising during a background investigation.

**E. MEDICAL STANDARDS**

Applicants must successfully complete a medical examination. The medical examination will evaluate the applicant's ability to successfully perform the essential job functions.

**F. PSYCHOLOGICAL TESTING**

Applicants must complete a psychological examination. The examination will evaluate the applicants ability to perform the essential job functions and his/her ability to interact with co-workers and the citizens of the community.

**G. BACKGROUND INVESTIGATION**

A thorough background investigation will be conducted on all applicants as a part of the conditional offer of employment.

**IV. REAPPLICATION/RETESTING PROCESS**

- A. Applicants are normally eligible for reapplication six months after notification of failure of the written test, physical agility and strength test, or oral interview. Unsuccessful candidates who fail due to unacceptable background investigations will not be eligible to reapply.
- B. The selection process normally lasts between six to eight weeks. Applicants placed on an eligibility list will remain so for one year. Applicants will be periodically updated on their status when actively being processed.

**V. ESSENTIAL JOB FUNCTIONS**

See attached form.



## **LAW ENFORCEMENT OFFICER ESSENTIAL JOB FUNCTIONS**

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1. Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.
2. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
3. Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
4. Operate a law enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by such as fog, smoke, rain, ice and snow.
5. Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
6. Gather information in criminal investigation by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers.
7. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.
8. Load, unload, aim and fire from a variety of body position, handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
9. Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
10. Conduct visual and audio surveillance for extended periods of time.
11. Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking the doors and windows of building to ensure they are secure.
12. Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.
13. Demonstrate communications skills in court and other formal settings.
14. Detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.
15. Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
16. Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid,

- lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.
17. Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.
  18. Put on and operate a gas mask in situations where chemical munitions are being deployed.
  19. Extinguish small fires by using a fire extinguisher and other appropriate means.
  20. Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.
  21. Process arrested suspects to include taking their photographs and obtaining a legible set of inked fingerprint impressions.

**NOTE:** The successful applicant must be able to perform ALL of the above essential job functions of a law enforcement officer, unassisted and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility and strength.

### **PERSONAL CHARACTERISTICS**

Since law enforcement officers are required to enforce the law and they are exposed to certain temptations to show favoritism, corruption, or unlawful monetary gain, it is a “business necessity” that officers exhibit a history and characteristics of honesty, reliability, ability to manage personal finances, interpersonal skills and integrity.

Additionally, law enforcement officers are frequently placed in a position of physical and mental stress. Therefore, a history of mental or physical disability may be grounds for denying employment; or, these factors might be a consideration in the hiring process. Applicants posing a substantial risk of injury to themselves, other officers, and the public are at a substantial disadvantage in the hiring process.

## ASSUMPTION OF RISK

I understand that I will be required to take and pass a physical agility test as part of my application to become a Blacksburg Police Officer. I have reviewed the schematic drawing entitled, "Blacksburg Police Department Physical Agility Competition," which generally indicates the physical agility course components.

I understand that there is a risk of injury in taking the physical agility test. I certify that I have no known health or physical limitations that would prevent me from safely taking the test. And I agree to assume the risk of injury to myself inherent in taking the test. I will not seek monetary or other compensation from the Town of Blacksburg as a result of any injuries I may suffer as a result of taking the physical agility test.

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Signature of Applicant

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Date

**NOTE: THIS FORM MUST BE SIGNED IN THE PRESENCE OF A  
NOTARY PUBLIC**

State of: \_\_\_\_\_

County of: \_\_\_\_\_

The foregoing instrument was acknowledged by me this \_\_\_\_\_ day of  
\_\_\_\_\_, 200\_\_, by \_\_\_\_\_.

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Notary Public

My Commission Expires: \_\_\_\_\_

## **RELEASE OF RECORDS**

This is to certify that I am an applicant for a position with the Blacksburg Police Department. I, \_\_\_\_\_,do hereby authorize the release of any and all information to the Blacksburg Police Department from my Selective Services, medical, military, police, employment, personnel, driving, school, and credit records.

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Signature

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Date

**CONSUMER CREDIT REPORT DISCLOSURE  
AND RELEASE OF FORM**

The Blacksburg Police Department routinely obtains a current copy of each applicant's consumer credit report, from a consumer credit reporting agency. The Blacksburg Police Department will use the information in this report to evaluate the applicant for possible employment.

I authorize the Blacksburg Police Department to procure my consumer credit report.

_____ Signature of Applicant	_____ Date
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_____ Signature of Witness	_____ Date
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Authorization Form for Driving Record Checks  
With the Division of Motor Vehicles  
For the  
Town of Blacksburg

I authorize the Town of Blacksburg to obtain a DMV printout of my driving record when requested by Town of Blacksburg personnel staff or my supervisor to be used solely for purposes of my obtaining employment with the Town, or voluntary membership in the Blacksburg Volunteer Fire Department or Blacksburg Volunteer Rescue Squad, or to check with the Fire Department or Rescue Squad. This authorization will be valid for the entire length of my employment or membership, or for purposes of obtaining employment with the Town of Blacksburg where the position involves driving a Town-owned vehicle or my personal vehicle on Town business, and after my employment with the Town of Blacksburg.

**PLEASE PRINT**

Name: \_\_\_\_\_

Birthdate: *Month* \_\_\_\_\_ *Day* \_\_\_\_\_ *Year* \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Applicants Signature

Date

